



11 July 1973

MEMORANDUM FOR: Executive Secretary, CIA Management  
Committee

SUBJECT : Personnel Development Program and  
Annual Personnel Plan

REFERENCE : Executive Secretary Memo of 26 June 1973,  
Subject Same as Above

1. In accordance with the referenced memorandum, the forms with Tab D thereof are submitted herewith. They cover personnel in the Audit Staff and the Inspection Staff of this office. The additional material for the Annual Personnel Plan will be submitted by 24 August 1973 as specified in the reference.

2. The Inspector General is out of town at present and will request an appointment to discuss the enclosed information shortly after his return the first of next week.



S. D. Breckinridge  
Acting Inspector General

Attachments:  
As Stated Above

TAB

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E Career Service

Date 11 July 1973

## LIST OF EXECUTIVE DEVELOPMENT TRAINING AND ASSIGNMENT REQUIREMENTS

NAME OF EXECUTIVE CANDIDATE TO BE DEVELOPED	SUBSTANTIVE, MANAGERIAL AND PROFESSIONAL JOB ASSIGNMENTS, EXPERIENCES AND ORIENTATIONS		TRAINING (WITHIN CAREER SERVICE, OTR, EXTERNAL, COLLEGE, ETC.) AND OTHER DEVELOPMENTAL ACTIONS	
	ACTION(S) AND PURPOSE(S)	WHEN	ACTION(S) AND PURPOSE(S)	WHEN
<div style="border: 1px solid black; height: 150px; width: 150px; margin-bottom: 10px;"></div> <p>*D career service, detailed to O/IG on tour of duty.</p>	For both officers. Varied work assignments contributing to overall staff experience.		As stated in first column.	NA

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(E) Career Service  
EXECUTIVE CANDIDATES ROSTER (EXEC) FOR FY 1973-FY 1977  
(Roster to be Prepared Annually)

TURNOVER OF SENIOR PERSONNEL IN GRADES GS-15 THROUGH GS-17			POSSIBLE CANDIDATES				
ESTIMATED YEAR OF VACANCY (FY73-77)	GRADE (GS-15 THROUGH GS-17)	EXPECTED VACANCIES (INDIVIDUAL VACANCY BY TITLE OR NUMBER BY ORGAN./FUNCTIONAL CATEGORY)	NAME OF CANDIDATE AND HIS POSITION	GRADE	DATE OF LAST PROMOTION	DATE OF MAND. RETIRE.	ADVANCEMENT POTENTIAL
1973	GS-16	Inspector - D/EEO	Nominees requested from the four Deputy Directors	NA	NA	NA	N

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TAB

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## LIST OF EXECUTIVE DEVELOPMENT TRAINING AND ASSIGNMENT REQUIREMENTS

Name of Executive Candidate to be Developed	Substantive, Managerial and Professional Job Assignments, Experiences and Orientations		Training (Within Career Service, OTR, External, College, Etc.) and Other Developmental Actions	
	Action(s) and Purpose(s)	When	Action(s) and Purpose(s)	When
STAT <div></div>	Continued assignment as Chief, ADP Group with periodic assignments as head of audit team on complex audits not in ADP field to develop general audit capability	7/73 - 7/76	<p>CSC - Training in management by objectives, executive leadership, and productivity measurement</p> <p>CIA - Training in fundamentals of supervision and GIMS II Automatic Data Processing &amp; adv. intel sem.</p> <p>Inter-Agency Audit Training Center-training in operational auditing, Seminar for Audit Managers, Executive Development of Auditors, and Planning, Managing, and Reporting for Audit Managers.</p> <p>Other - Attendance at audit conferences and seminars particularly related to auditing of automatic data processing systems.</p>	<p>1973-1976</p> <p>1973-1976</p> <p>1973-1976</p> <p>1973-1976</p>

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	Action(s) and Purpose(s)	When	Action(s) and Purpose(s)	When
STAT <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>	Rotation to M&S Audit Division to broaden audit experience.	1974	CSC - Training in management by objectives, executive leadership, and productivity measurement	1973-1976
	Special assignments on Agency-wide audits to further develop leadership, initiative, and writing capabilities.	1974-76	CIA - Training in fundamentals of supervision and management and advanced intelligence seminar	1973-1976
			Inter-Agency Audit Training Center-training in operational auditing, Seminar for Audit Managers, Executive Development of Auditors, and Planning, Managing, and Reporting for Audit Managers.	1973-1976
			Other - Attendance at audit conferences and seminars	1973-1976



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	Action(s) and Purpose(s)	When	Action(s) and Purpose(s)	When
STAT	Rotation to Operations Audit Division to broaden audit experience	1975	CSC - Training in management by objectives, executive leadership, and productivity measurement	1973-1976
	Special assignments on Agency-wide audits to further develop leadership, initiative, and writing capabilities.	1974-76	CIA - Training in fundamentals of supervision and management and advanced intelligence seminar	1973-1976
			Inter-Agency Audit Training Center-training in operational auditing, Seminar for Audit Managers, Executive Development of Auditors, and Planning, Managing, and Reporting for Audit Managers.	1973-1976
			Other - Attendance at audit conferences and seminars	1973-1976

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	Action(s) and Purpose(s)	When	Action(s) and Purpose(s)	When
STAT	Rotation to DDS&T and Intelligence Audit Division to broaden audit experience.	1975	CSC - Training in management by objectives, executive leadership, and productivity measurement.	1973-1976
	Special assignments on Agency-wide audits to further develop leadership, initiative, and writing capabilities	1974-76	CIA - Training in fundamentals of supervision and management and advanced intelligence seminar.	1973-1976
			Inter-Agency Audit Training Center-training in operational auditing, Seminar for Audit Managers, Executive Development of Auditors, and Planning, Managing, and Reporting for Audit Managers.	1973-1976
			Other - Attendance at audit conferences and seminars.	1973-1976

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	Action(s) and Purpose(s)	When	Action(s) and Purpose(s)	When
<div></div>	Rotation to Operations Audit Division to broaden audit experience.	1976	CSC - Training in management by objectives, executive leadership, and productivity measurement.	1973-1976
	Special assignments on Agency-wide audits to further develop leadership, initiative, and writing capabilities	1974-76	CIA - Training in fundamentals of supervision and management and advanced intelligence seminar.	1973-1976
			Inter-Agency Audit Training Center-training in operational auditing, Seminar for Audit Managers, Executive Development of Auditors, and Planning, Managing, and Reporting for Audit Managers.	1973-1976
			Other - Attendance at audit conferences and seminars.	1973-1976